

**CITY OF SAN DIEGO  
MINUTES OF THE MEETING OF THE  
CIVIL SERVICE COMMISSION**

Thursday, December 8, 2022 at 1:00 p.m.  
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by President Jacquelyn R. Atkinson at 1:04 p.m. Also present was Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Tammy Lin. Commissioner Aaron Olsen was absent.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O'Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego  
Civil Service Commission

**MINUTES**

Jacquelyn R. Atkinson, President  
Nicolaz Portillo, Vice-President  
Sunday Gover, Commissioner  
Tammy Lin, Commissioner  
Aaron Olsen, Commissioner

Thursday, December 8, 2022, at 1:00 p.m.  
Online Meeting

Click [here](#) to view meeting on Zoom Webinar at the scheduled time

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of California Government Code section 54953(e), added by Assembly Bill 361, which allows the City to use teleconferencing during a proclaimed state of emergency based on findings made by the Council of the City of San Diego related to public health and safety conditions.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in meetings by teleconference. In accordance with the provisions of California Government Code section 54953(e), there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participating in meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, using the City Clerk webform, email submission, or via U.S. Mail of written materials, as follows:

**Public Comment Testimony During Civil Service Commission Meetings:**

To offer public comment testimony during a Civil Service Commission meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling in to the meeting from your cellular phone or land line. If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.

**The link to join the Zoom Webinar by computer, tablet, or Smartphone is:**

Closed Session: <https://sandiego.zoomgov.com/j/1601441297> (PUBLIC COMMENT ONLY)

Open Session: <https://sandiego.zoomgov.com/j/1602402238>

**To Join By Telephone:**

Closed Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 144 1297# (PUBLIC COMMENT ONLY)

Open Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

### **How To Speak To A Particular Item Or During Non-Agenda Public Comment:**

When the Commission President introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing \*9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Commission President indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial \*6 on your phone.

### **Written Comment Through Webform:**

**Comment On Agenda Items** may be submitted using the City Clerk [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Non-Agenda Public Comment** may be submitted using the City Clerk [webform](#) checking the appropriate box. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

**Closed Session Public Comment** may be submitted using the City Clerk [webform](#). Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Written Materials.** If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to [Personnel@sandiego.gov](mailto:Personnel@sandiego.gov) or submit via U.S. Mail to 1200 Third Avenue, Suite 300, San Diego, CA 92101. Materials submitted via email will be distributed to the Civil Service Commission in accordance with the deadlines described above. Materials submitted via U.S. Mail will need to be received the business day prior in order to be distributed to the Civil Service Commission.

The public may view the meetings on Zoom Webinar. Click [here](#) to view this meeting at its scheduled time.

**Requests For Accessibility Modifications Or Accommodations:**

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department at 619-236-6400 or [Personnel@sandiego.gov](mailto:Personnel@sandiego.gov). Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

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**ITEMS FOR ACTION**

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*NOTE: The Commission will convene at 12:00 p.m. to hear public comment and discussion of the content of the Closed Session Agenda. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular business meeting will begin at 1:00 p.m.*

**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Jacquelyn R. Atkinson, Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Tammy Lin. Commissioner Aaron Olsen was absent.

**NON-AGENDA PUBLIC COMMENT**

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today’s docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under “Non-Agenda Public Comment.”

**CONSENT AGENDA (Items 2 through 7 can be approved with one motion.)**

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| 2. | Approval of the minutes for the regular business meeting of November 3, 2022.  | Approved items 2 through 7 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 22 through 27.                 |   |
| 4. | Approval of Exceptional Merit Increase for Jose E. Duran, District Manager.    |   |
| 5. | Approval of Exceptional Merit Increase for Christian R. Haupt, Area Manager II |   |
| 6. | Approval of Exceptional Merit Increase for Juan N. Lizarraga, Area Manager II. |   |
| 7. | Approval of Exceptional Merit Increase for Carlos G. Rios, District Manager.   |   |

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

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| 8.  | Paul N. Koontz, Power Plant Operator, Public Utilities Department, for a one-year special leave without pay ending October 9, 2023, with their job to be saved.<br>Hire Date: August 15, 2022<br>Reason: Personal.<br>Department Recommendation: Denial.  | Denied.<br>Speaking for staff was Carissa Rosemore.   |
| 9.  | Abegail M. Ortega, Customer Services Representative, Public Utilities Department, for a one-month (second extension) special leave without pay ending January 9, 2023, with their job to be saved.<br>Hire Date: July 11, 2016<br>Reason: Childcare.<br>Department Recommendation: Approval.  | Approved.<br>Speaking for staff was Carissa Rosemore.<br>Speaking for the department was Katie Keach. |
| 10. | Jorge S. Zingaretti, Parking Enforcement Officer I, Police Department, for a one-year (fourth extension) special leave without pay ending November 2, 2023, with their name to be placed on the eligible list for Parking Enforcement Officer I.<br>Hire Date: April 11, 2007<br>Reason: Family care.<br>Department Recommendation: Approval. | Approved.<br>Speaking for staff was Carissa Rosemore.   |

**POLICY ITEMS – DISCUSSION**

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| 11. Revision to Civil Service Rule XI (Resignation, Removal, Suspension, Reduction in Compensation, Demotion) related to Conduct of Hearing. | Report accepted.<br>Speaking for staff was Douglas Edwards.    |
| 12. Request from the Office of the Chief Operating Officer to exempt a Program Manager position from the Classified Service.                 | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez. |
| 13. Request from the Public Utilities Department to exempt a Program Coordinator position from the Classified Service.                       | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez. |
| 14. Request from the San Diego City Employees' Retirement System to exempt a Program Manager position from the Classified Service.           | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez. |
| 15. Staff recommendations on special salary adjustments for the Fiscal Year 2024 Salary Ordinance.   | Speaking for staff was Rachel McDonald-Hernandez.              |
- Recommended for Approval:
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| 1) Assistant Golf Course Superintendent and Golf Course Greenskeeper                                  | <b><u>1. Assistant Golf Course Superintendent and Golf Course Greenskeeper – Request for special salary adjustment of 9-14%</u></b><br>Approved 20% special salary adjustment for Assistant Golf Course Superintendent and Golf Course Greenskeeper classifications. |
| 2) Laborer  |  |
| 3) Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist |  |
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| <b><u>2. Laborer – Request for special salary adjustment of 20%</u></b> | Approved 20% special salary adjustment for Laborer classification.<br>Approved 20% special salary adjustment for Utility Worker I, Utility Worker II, Utility Supervisor, Senior Utility Supervisor, Principal Utility Supervisor, General Utility Supervisor, Water Systems Technician I, Water Systems Technician II, Water Systems Technician III, Water Systems Technician IV, Water Systems Technician Supervisor, and Water Systems District Manager |
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classifications.  
Speaking for the Parks & Recreation Department were Louis Merlin and Laura Ball. Speaking for the Public Utilities Department was David Dalager. Speaking for MEA was Nick Wright. Speaking for Local 127 were Tim Douglass and Andres Alva-Cardenas.

**3. Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist – Request for special salary adjustment of 20%**

Approved 40% special salary adjustment for Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist classifications.

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| 16. | Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum)  | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez.  |
| 17. | Brad M. Campbell, appealing their conviction record disqualification for the position of Golf Operations Assistant. | Withdrawn.  |
| 18. | Brad M. Campbell, appealing their medical disqualification for the position of Golf Operations Assistant.           | Withdrawn.  |
| 19. | Jordan T. Healy, appealing their conviction record disqualification for the position of Structural Inspector I.     | Denied.<br>President Jacquelyn R. Atkinson dissenting.<br>Speaking for staff was Dylan Cooper.<br>Speaking was Jordan T. Healy. |
| 20. | Albert J. Williams III, appealing their conviction record disqualification for the position of Laborer.             | Denied.<br>Speaking for staff was Dylan Cooper.<br>Speaking was Albert J. Williams III.   |

**UNFINISHED BUSINESS**

- 21. Staff recommendation on special salary adjustment for the Fiscal Year 2024 Salary Ordinance.

Recommended for Approval:  
Swimming Pool Manager Series

Speaking for staff was Rachel McDonald-Hernandez.

- 4. **Swimming Pool Manager Series – Request for special salary adjustment of 25%**  
Approved 20% special salary adjustment for Swimming Pool Manager I, Swimming Pool Manger II, and Swimming Pool Manager III classifications.  
Approved 20% special salary adjustment for Supervising Aquatics Recreation Specialist classification.

**LEAVES OF ABSENCE WITHOUT PAY - IN ORDER**

- 22. Trent J. Tkachuk, Water Utility Supervisor, Public Utilities Department, for a six-month special leave without pay ending May 20, 2023, with their job to be saved.  
Hire Date: January 18, 2014  
Reason: Education.  
Department Recommendation: Approval.
- 23. Oscar Vazquez, Painter, General Services Department, for a two-month special leave without pay ending December 13, 2022, with their job to be saved.  
Hire Date: January 6, 2020  
Reason: Loss of Class C Driver License.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED**

- 24. Robert L. Allen, Fire Battalion Chief, Fire-Rescue Department, for a leave of absence from the Classified Service effective November 12, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

- 25. Andrea D. Deleon, Recycling Specialist III, Environmental Services Department, for a leave of absence from the Classified Service effective October 18, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
- 26. Brian M. Raines, Fire Battalion Chief, Fire-Rescue Department, for a leave of absence from the Classified Service effective November 12, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.
- 27. Sarah E. Sims, Supervising Management Analyst, Environmental Services Department, for a leave of absence from the Classified Service effective October 15, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	10	Family/Childcare/Maternity	02
Leave requests with job saved	04	Education/Training	01
Leave requests with name on list	02	Medical	00
Unclassified	04	Relocation	00
		Outside Employment	01
		Unclassified	04
		Other	02

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**ITEMS FOR INFORMATION**

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**NEW BUSINESS**

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**CLOSED SESSION**

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At 12:04 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
  - a. Larry Williams- Termination upheld. Vice-President Nicolaz Portillo abstaining; Commissioner Aaron Olsen absent.

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**ADJOURNMENT**

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At 1:04 p.m., the Commission convened into open session.

At 1:53 p.m., Commissioner Sunday Gover left the meeting.

At 2:05 p.m., Commissioner Sunday Gover rejoined the meeting.

At 2:20 p.m., Commissioner Sunday Gover left the meeting.

There being no further business, the meeting was adjourned at 2:34 p.m.

Jacquelyn R. Atkinson, President